

MICHIGAN DEPARTMENT OF STATE POLICE

EMERGENCY MANAGEMENT DIVISION

Introduction

In any professional discipline the use of human resources is largely aligned to performance and results. In the field of emergency management new and different challenges are emerging that require trained and skilled professionals, who are able to meet these challenges head-on. In the 2003, Emergency Management Division training curriculum guide, you will find many programs that are designed for one single purpose, to improve performance and enhance your skills and abilities in emergency management.

The idea of getting results through learning is paramount in the field of emergency management because lives and property are at stake when disaster strikes. Emergency management practitioners need to be able to formulate teams, ensure that plans are in place, and provide leadership and effectively coordinate all four aspects of emergency management; mitigation, response, preparedness, and recovery. As emergency management practitioners, the need for knowledge and adapting to new protocol and procedures cannot be taken for granted.

Continuously learning to solve new problems and resolve old issues as it relates to building safe communities is a continuous cycle that requires a straightforward approach of training and community exercises. The answer is simple, in order to help ensure that those who are responsible for the safety of our communities, must be trained to respond to disasters and emergencies in order to make a quick transformation from day-to-day operations to a crisis environment. In light of the global issues facing our nation, such as terrorism, natural disasters, technological events, and man-made occurrences, our cities, towns and villages must prepare for the unexpected and have trained professionals ready and able to respond when needed.

To that end, the Training and Exercise Section welcomes the opportunity to offer our training and exercise programs to help improve your knowledge, skills, abilities and ask that you take full advantage of our services today.

***Our goal is not to train for the sake of training;
but to make a difference and
achieve long-term improvements in personal
performance!***



Quantity: 11,000
Total Costs: \$8,220.85
Unit Costs: \$.747 each
Authorization FEMA , Act 390 of 1976 as amended

Table of Contents

Introduction	1
Administrative Information	4
Cost	4
Application and Registration Information	4
Meals and Lodging	4
Regional Outreach Training	5
Location of Training Courses for Lansing Area	5
Schedule	6
Professional Emergency Manager (PEM) Program	8
Leadership & Management Program (L&M)	9
Professional Development Series (PDS)	10
Master Exercise Practitioner (MEP)	11
Applied Practice Series (APS)	12
Mitigation Management Series (MMS)	13
Course Description	14
Emergency Management Workshops	19
Independent Study Courses	21
PEM of the Year Award Criteria	22
Training Application	23



Administrative Information

Cost

There is **NO FEE** to attend the training courses described in this publication as the program is funded through the Emergency Management Performance Grant with the Federal Emergency Management Agency.

Application and Registration Information

Registration for any of the training courses described in this course calendar can be accomplished by submitting an application form either by mail to, Emergency Management Division, 4000 Collins Road, Lansing, Michigan, 48909, by fax, (517) 333-4987, on-line at www.mspemd.org, or through your district coordinator. The address, telephone and fax numbers of the district coordinator for your area can be found on page 6. It is suggested that the application form on page 23 be duplicated. Please retain a copy for your records. **Failure to notify this office of cancellations will result in being placed last for acceptance to further courses.**

Meals and Lodging

ON-LINE REGISTRATION
at www.mspemd.org

Lunch is provided for all courses held in Lansing. Double occupancy lodging at the MSP/ Training Academy will be provided **only** for courses designated as **Professional Emergency Manager (PEM)** courses. If lodging is needed the evening before the first day of class, travel must exceed 100 miles. Individuals requiring lodging **MUST** indicate lodging needs when submitting an application. **It is the applicant's responsibility to notify this office of any cancellations to avoid charges.** Private sector and federal employees are responsible for their own lodging.

Meals and Lodging are not provided for outreach training.

The following are suggested lodging facilities in the Lansing area:

Clarion Hotel of Lansing
3600 Dunckel Road
Lansing, MI 48910
(517) 351-7600

Hampton Inn
525 N. Canal Rd.
Lansing, MI 48917
(517) 627-8381

Sheraton Lansing Hotel
925 S. Creyts
Lansing, MI 48917
(517) 323-7100

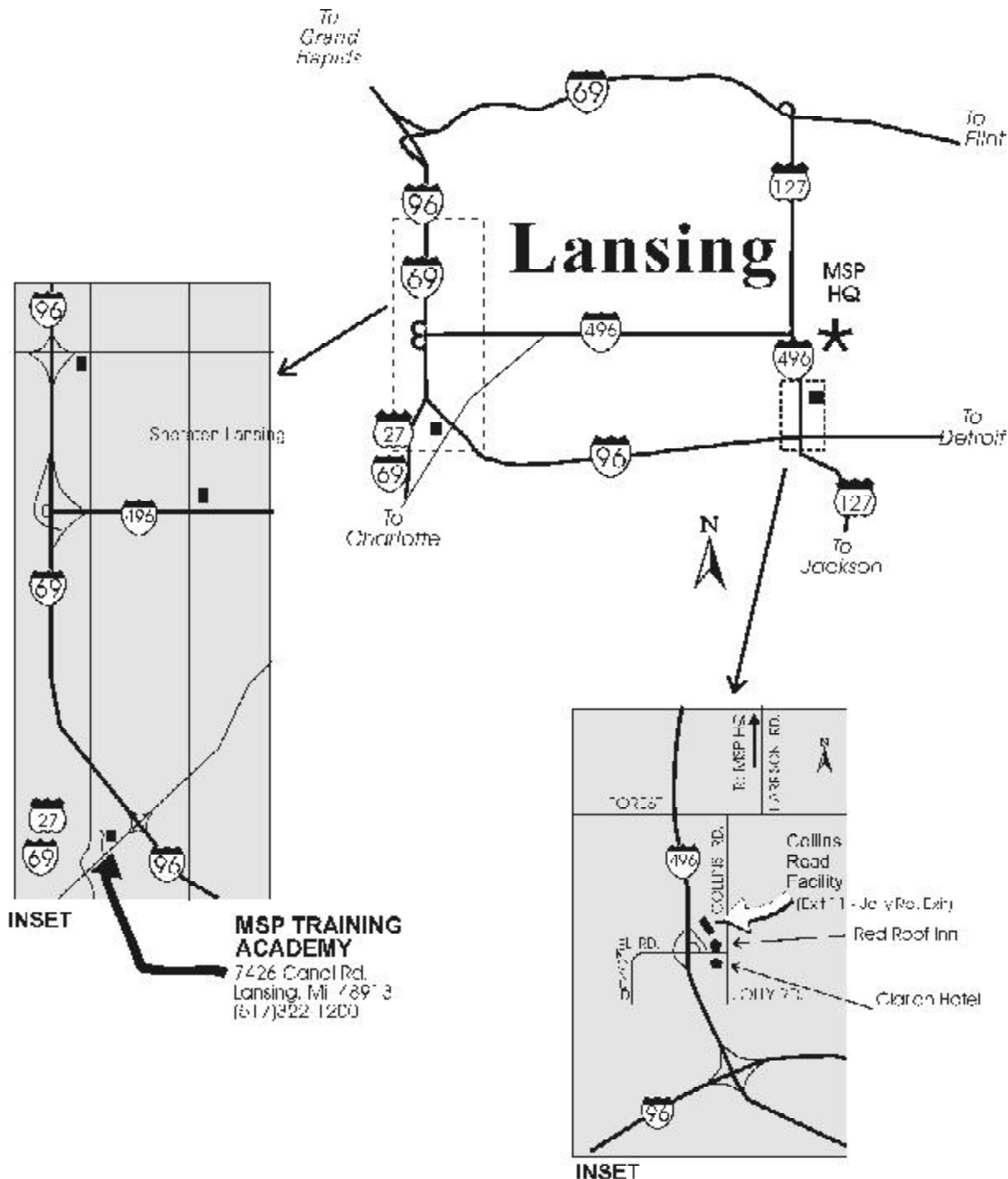
Red Roof Inn
3615 Dunckel Road
Lansing, MI 48910
(517) 332-2575

(Please check with lodging facility directly for current rooming rates.)

AMERICAN DISABILITY ACT (ADA)

If you have a disability and may need special accommodations to attend our training program, please contact the CEM Training & Exercise Section at (517) 333-5034 to discuss your specific needs.

Location of Training Courses for Lansing Area



Emergency Management Division
 Collins Road Facility
 1000 Collins Road
 Lansing, MI

Administration